Navy Marine Corps Intranet (NMCI)

Pentagon/Crystal City

User Awareness Brief
November 2002

Enterprise Solutions
Navy Marine Corps Intranet

Edited by OPNAV CIO

NMCI INFORMATION STRIKE FORCE

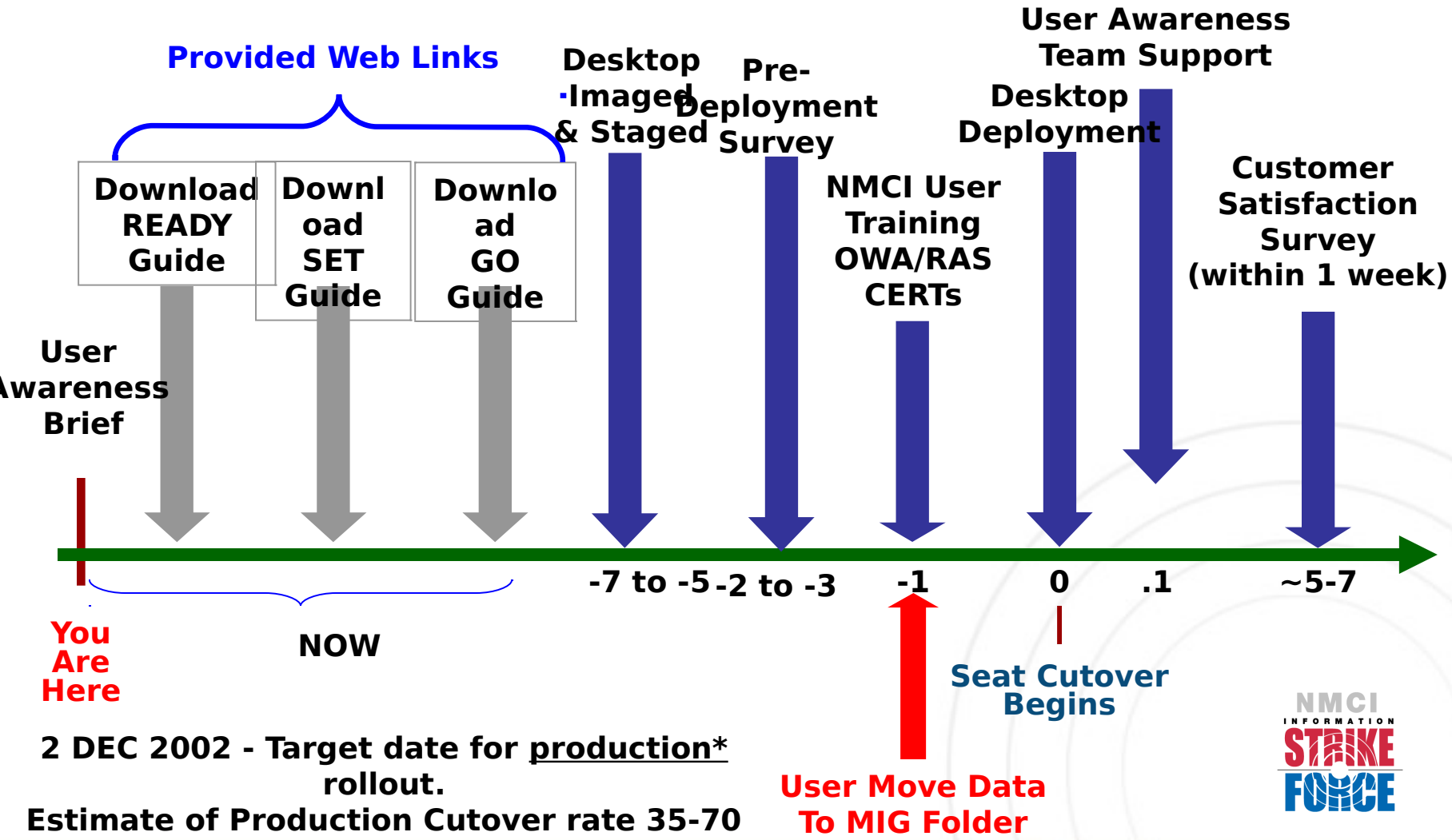
Goals of Today's Session

- Provide brief overview of the NMCI project
- Cutover strategy, including timeframes and key activities
- Users preparatory responsibilities
- E-mail Challenges

NMCI Standard Hardware

- Fixed workstation – desktop with full capability
- Fixed workstation thin client – desktop limited capabilities (i.e., Outlook)
- Portable workstation - laptop

Pentagon and Crystal City Timeline



2 DEC 2002 - Target date for production* rollout.
Estimate of Production Cutover rate 35-70 seats/day.

*Production – production rate of deployment

Cutover Schedule

- Scheduling
  - *NMCI pilot tests in each NMCI Environment within NCR – November 2002*
    - *WNY, Pentagon Wedge 1, Wedge 2, Crystal City, Navy Annex*
  - *Prove viability of operability solutions.*
    - *GAL, Distribution Lists, Legacy Applications, Calendaring*
  - *Cutover schedule is being reviewed with ISF.*
    - *Provided to Directorates for Review via CTRs 4 NOV.*
    - *Hold to schedule as closely as possible*
- *Points of Contact for Scheduling questions –*
  - *EAs – CAPT S. Romano 602-5130 or Mr. Craney 602-5125*
  - *CTRs – LTJG Crowe 602-5132*

NMCI INFORMATION STRIKE FORCE

What to Expect prior to Cutover Day

- E-mails announcing cutover and user responsibilities
- Ready, Set, Go guides
- User Awareness Team support: training/overview
- PKI Certs for RAS (Notebooks) and OWA

NMCI INFORMATION STRIKE FORCE

User Responsibilities Prior to Cutover Day

- ✓ Review and execute Ready, Set, Go guides.
- ✓ Consolidate all data to be migrated to new machine. Follow instructions on Migration Tip Sheet.
- ✓ Attend User Orientation Training (will be scheduled for user 1-2 days prior to cutover). *Essential for successful cutover.*
  - ✓ Additional opportunities will be made available prior to this time.
- ✓ Laptop users and OWA users -- Obtain RAS (dial-in) PKI certificate.*
  - ✓ Distributed at User Orientation training within 1-2 days of seat rollout.
- ✓ Prepare your work area for new machine.
- ✓ Participate in workstation validation
  - ✓ Verify Applications and Hardware
- ✓ Notify Help Desk (1-866-843-6624) and OPNAV CIO (602-5127) if you won't be available due to TAD/Leave on assigned cutover date/time.

NMCI INFORMATION STRIKE FORCE

e able to dial-in with notebook (RAS) or access Outlook email via the web (OWA).

What to Expect on Cutover Day

- Deployment
  - Evening prior – Requires Directorate escorts after hours.
    - Legacy Machine Connectivity Disconnect (~late afternoon).
    - ISF Technician sets up new machine on desk.
    - Data migrated to new machine.
  - Morning of Cutover
    - New machine booted up and basic functionality checked.
    - One-on-one familiarization tour.
    - User confirms hardware and applications are loaded and functioning
      - Do not sign acceptance form until you verify functionality of your applications and peripherals.
  - And Beyond
    - Old machine taken away and stored on site.
      - User may request to have old machine remain for a few days to verify data is on your NMCI computer.

NMCI INFORMATION STRIKE FORCE

What to Expect on Cutover Day (continued)

- Change Management Support
  - Training Session held during workstation deployment. NMCI general information and demonstration of functionality presented.
  - User checklist given to each participant at end of training session.
  - Using new machine, complete items on User checklist to ensure your machine is functioning correctly. If questions arise, ask User Awareness Specialist floating throughout your work area.
  - Return completed user checklist to User Awareness Specialist.

NMCI INFORMATION STRIKE FORCE

What to Expect on Cutover Day (continued)

- Migrate according to schedule
- Many ISF personnel and cutover activity on migration day
- ISF team to clean up and remove any refuse
- ISF Help Desk available for assistance
- Participation in logon during transition session
- Operating instruction and test drive

User Responsibilities on Cutover Day

- ✓ Ensure classified information is properly stored. Check your neighbor's area (if they are not available) to ensure classified information is properly stored.
- ✓ Complete user checklist and return to User Awareness Specialist supporting your work area.
- ✓ Notify User Awareness Specialist or ISF Technician of any issues with your new machine.
- ✓ Submit User Asset Information Form (UAIF) to Help Desk via email. (Keep a copy of this form. Remember your 4 number pin and secret word. It is essential for getting help if you are locked out of your system).
- ✓ Do not sign acceptance form if your approved applications are not installed or if your peripherals are not working. Ensure you can dial-in with your notebook computer before you sign acceptance form.
- ✓ Actively participate!

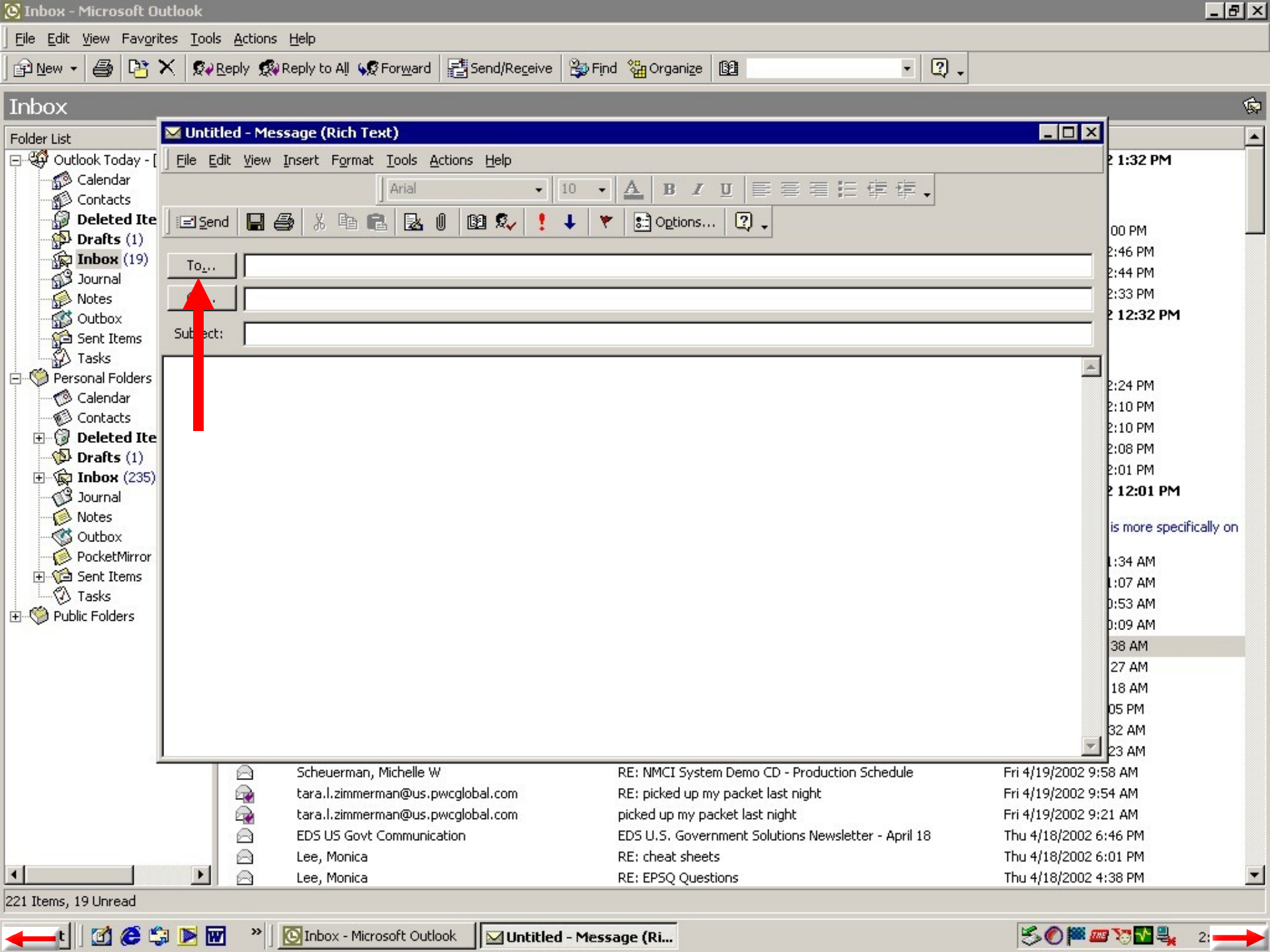
NMCI INFORMATION STRIKE FORCE

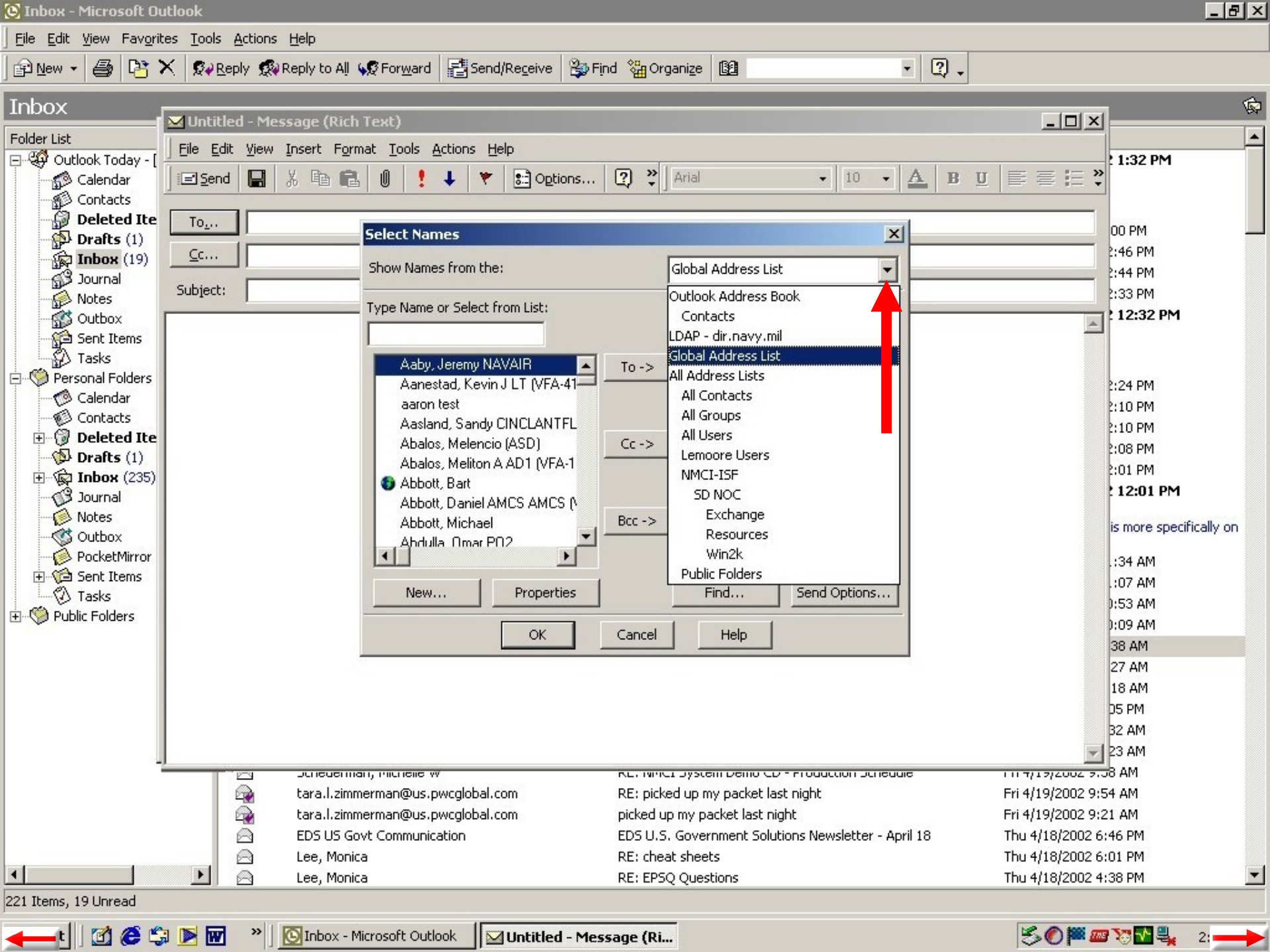
What to Expect Post-Cutover

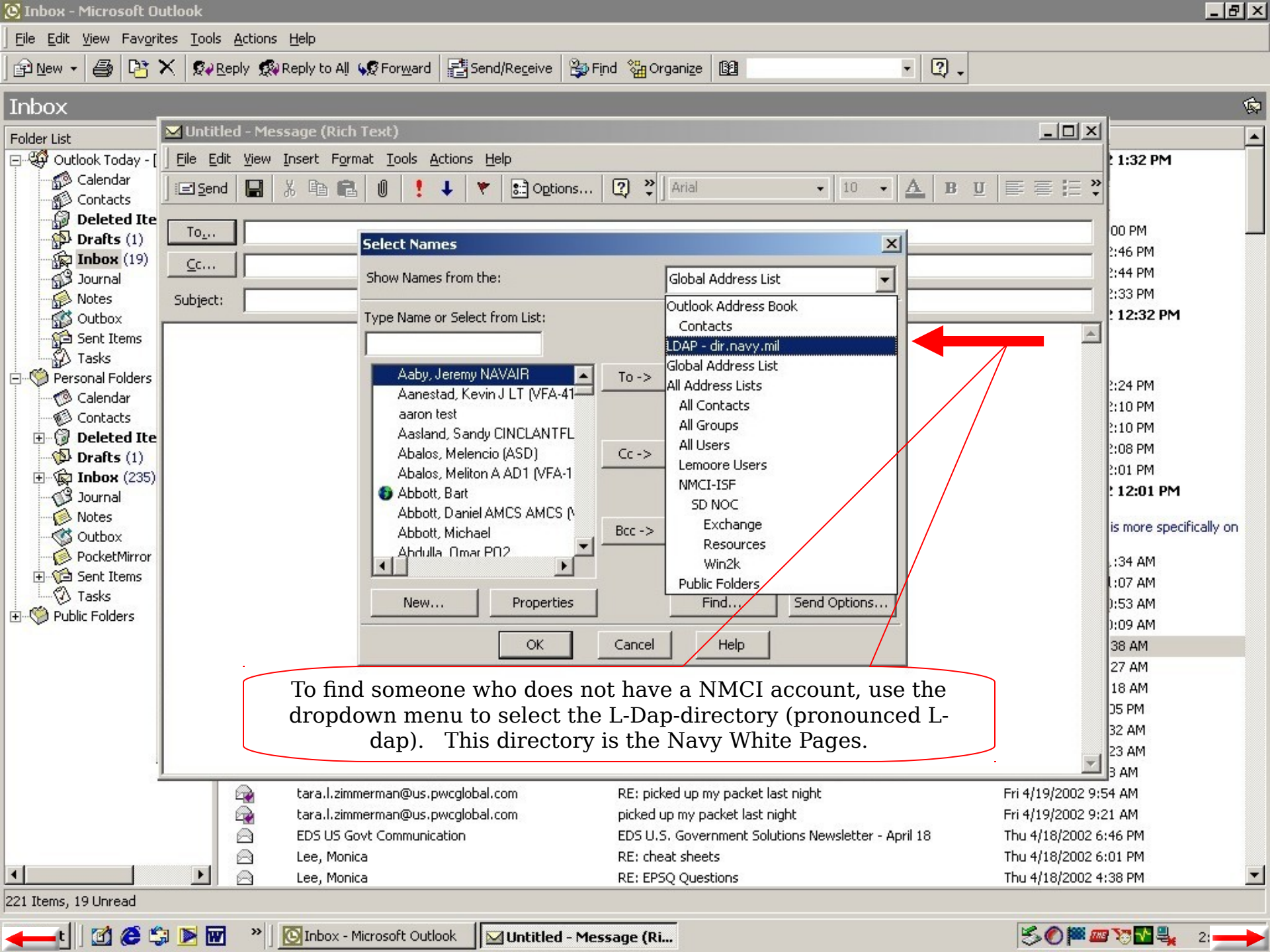
- Front Offices will retain one legacy seat for Calendaring and access to the legacy network during the OPNAV transition period.
- 100% operability – increased network security
- Approved/Certified Legacy COTS and GOTS
- 24x7 Help Desk Support (1-866-THE-NMCI)
  - Any and all issues/problems should be reported to the help desk. Do not wait for the installers to return after the second day after cutover.
- ISF site support team onsite for customer support
- Desktop overview with installer.
- On-line training

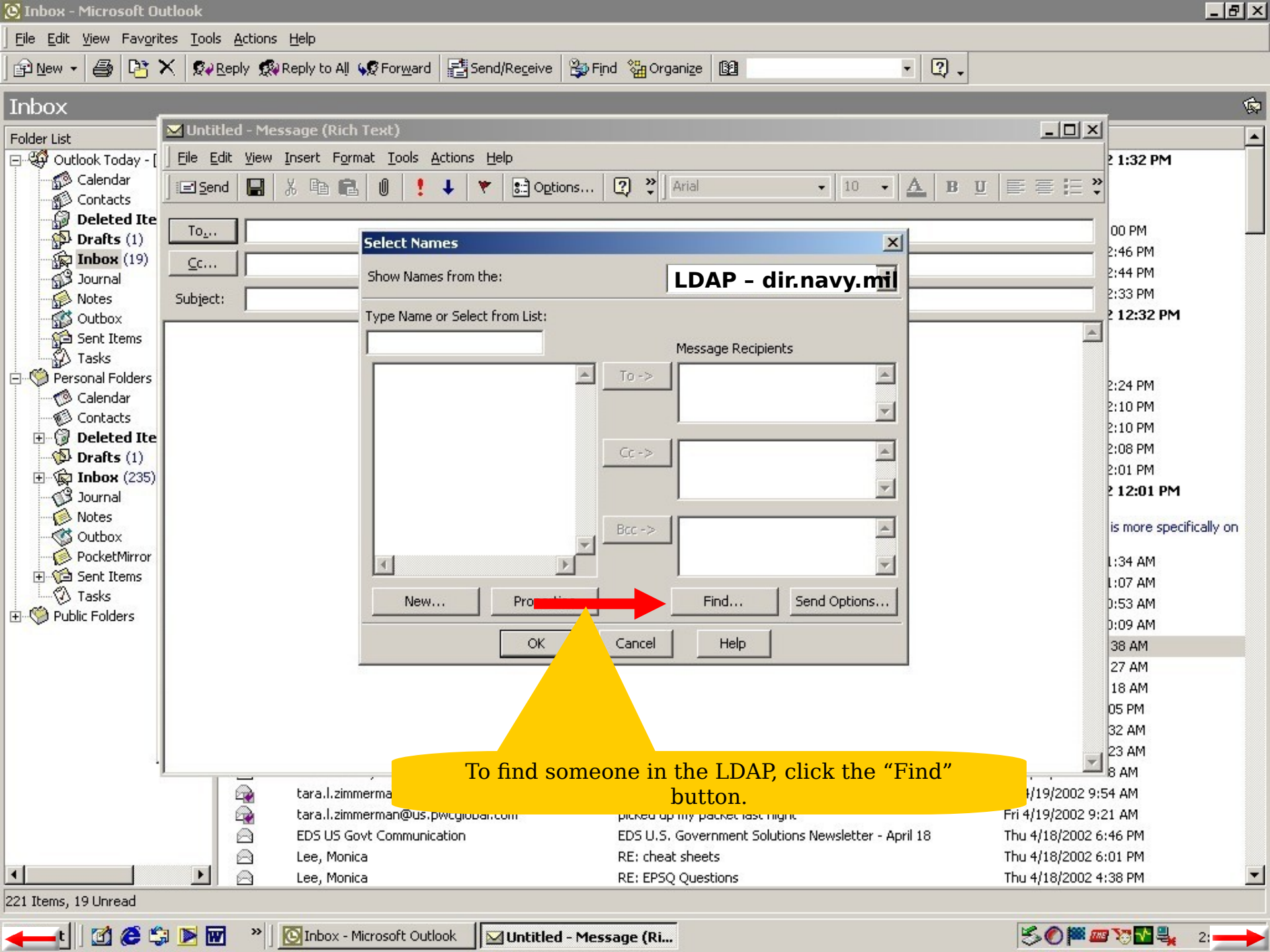
Outlook

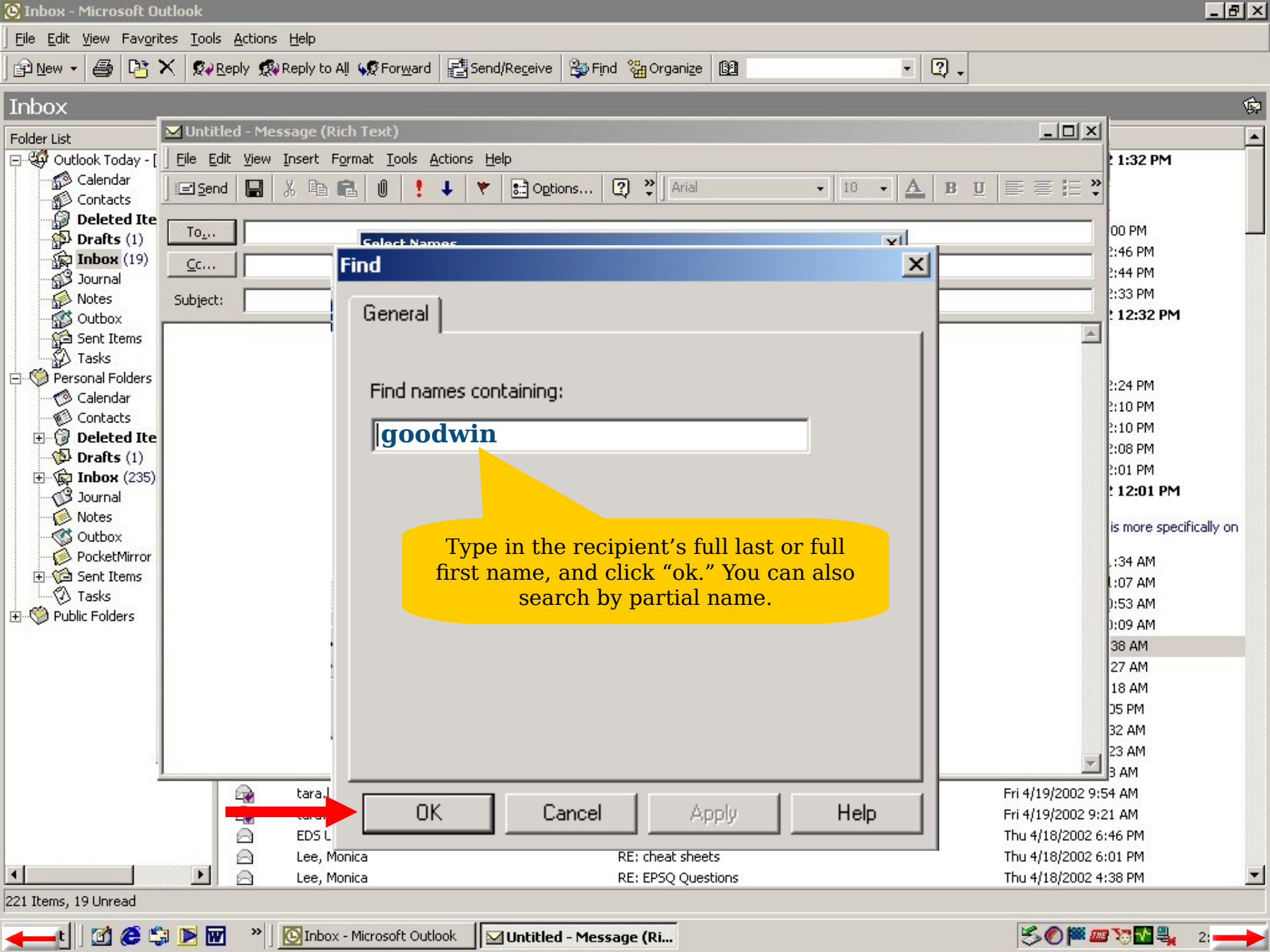
E-Mail Challenges

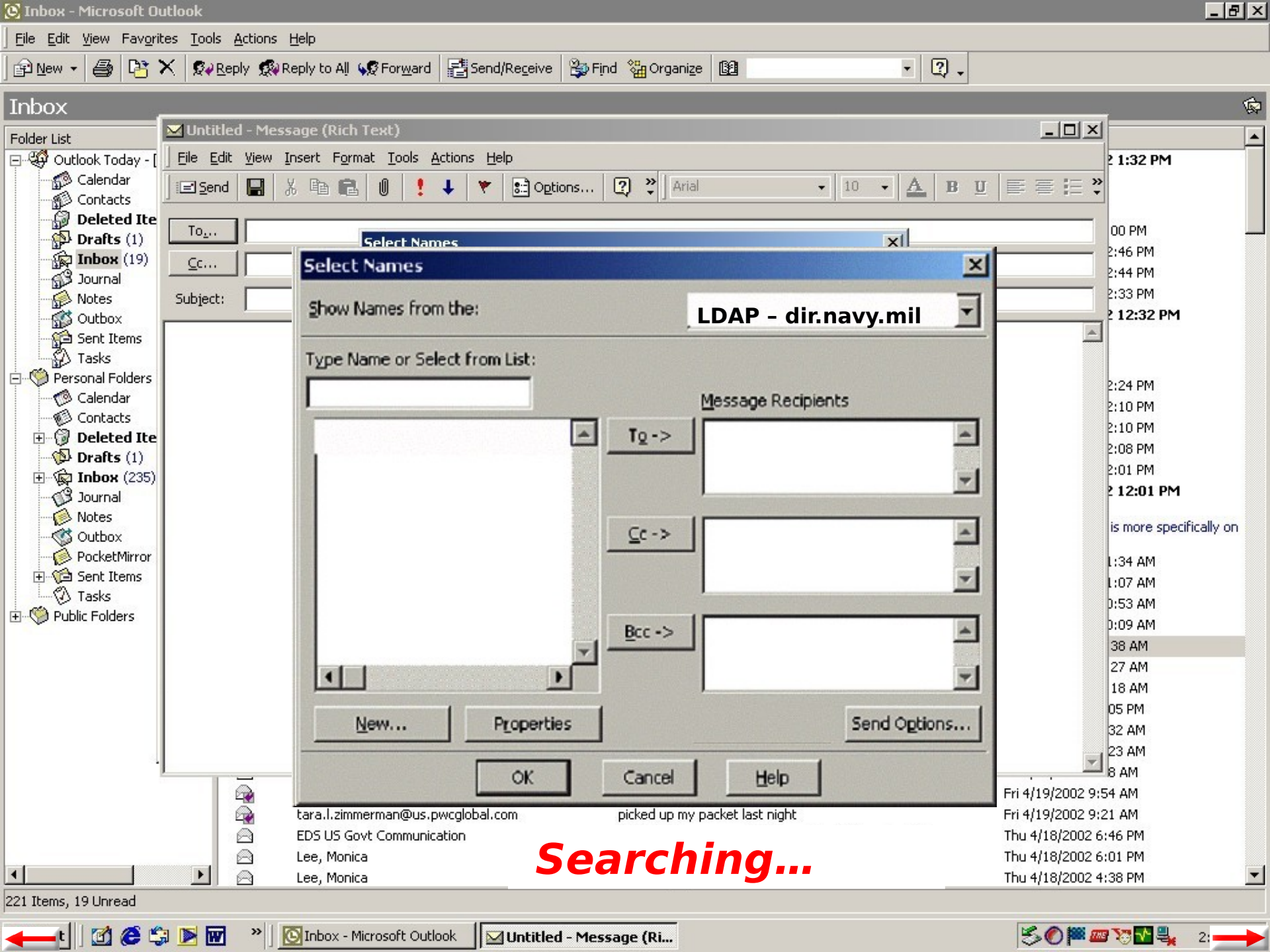

Inbox - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New Reply Reply to All Forward Send/Receive Find Organize
Inbox
Folder List
Outlook Today - [
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (19)
Journal
Notes
Outbox
Sent Items
Tasks
Personal Folders
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (235)
Journal
Notes
Outbox
PocketMirror
Sent Items
Tasks
Public Folders
Untitled - Message (Rich Text)
File Edit View Insert Format Tools Actions Help
Arial
10
Send
Options...
To...
Subject:
1:32 PM
00 PM
2:46 PM
2:44 PM
2:33 PM
12:32 PM
2:24 PM
2:10 PM
2:10 PM
2:08 PM
2:01 PM
12:01 PM
is more specifically on
1:34 AM
1:07 AM
0:53 AM
0:09 AM
38 AM
27 AM
18 AM
05 PM
32 AM
23 AM
Scheuerman, Michelle W RE: NMCI System Demo CD - Production Schedule Fri 4/19/2002 9:58 AM
tara.l.zimmerman@us.pwcglobal.com RE: picked up my packet last night Fri 4/19/2002 9:54 AM
tara.l.zimmerman@us.pwcglobal.com picked up my packet last night Fri 4/19/2002 9:21 AM
EDS US Govt Communication EDS U.S. Government Solutions Newsletter - April 18 Thu 4/18/2002 6:46 PM
Lee, Monica RE: cheat sheets Thu 4/18/2002 6:01 PM
Lee, Monica RE: EPSQ Questions Thu 4/18/2002 4:38 PM
221 Items, 19 Unread
Inbox - Microsoft Outlook
Untitled - Message (Ri...

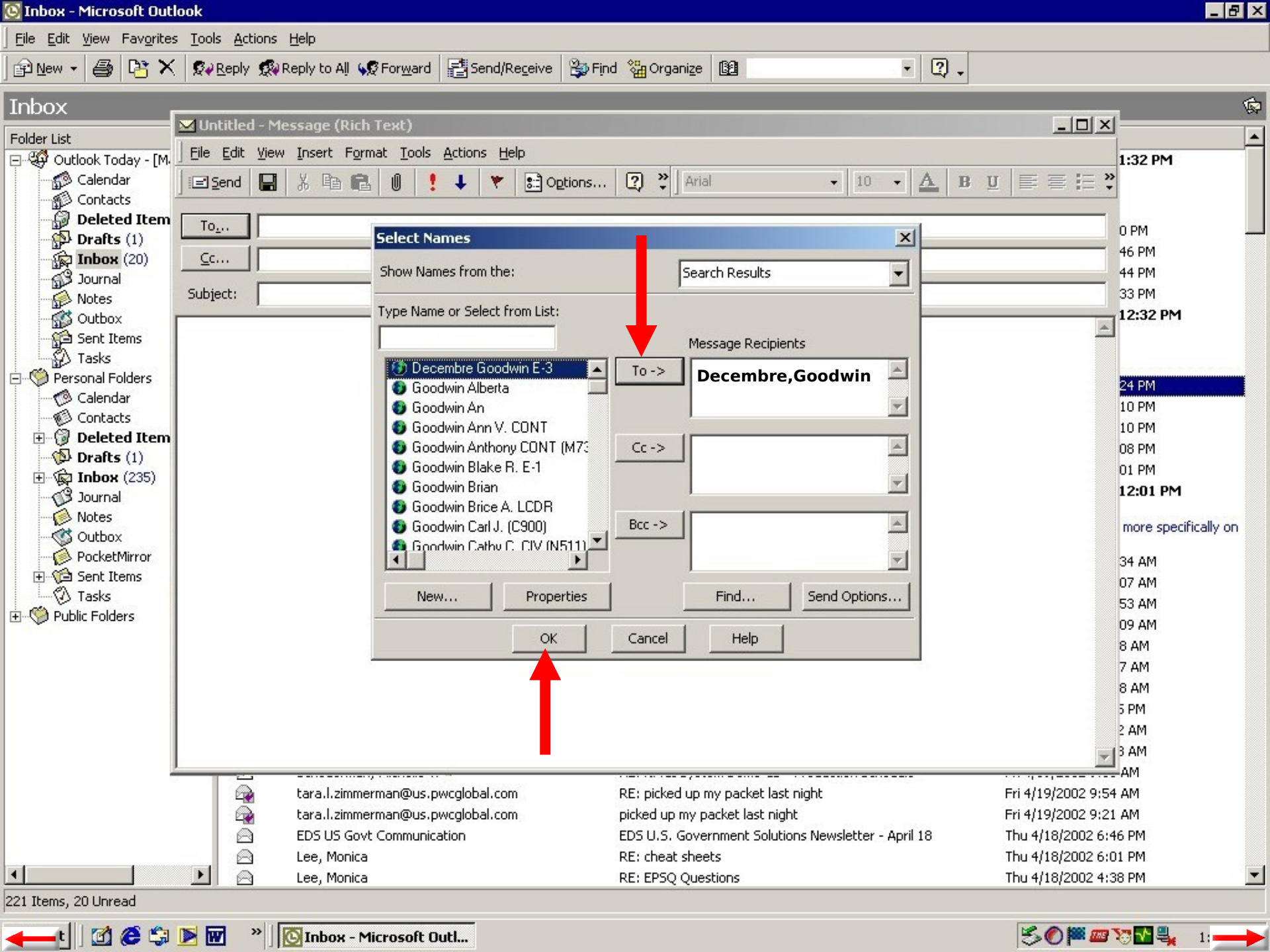

Inbox - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New Reply Reply to All Forward Send/Receive Find Organize
Inbox
Folder List
Outlook Today - [
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (19)
Journal
Notes
Outbox
Sent Items
Tasks
Personal Folders
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (235)
Journal
Notes
Outbox
PocketMirror
Sent Items
Tasks
Public Folders
Untitled - Message (Rich Text)
File Edit View Insert Format Tools Actions Help
Send Options... Arial 10
To...
Cc...
Subject:
Select Names
Show Names from the:
Global Address List
Type Name or Select from List:
Aaby, Jeremy NAVAIR
Aanestad, Kevin J LT (VFA-41
aaron test
Aasland, Sandy CINCLANTFL
Abalos, Melencio (ASD)
Abalos, Meliton A AD1 (VFA-1
Abbott, Bart
Abbott, Daniel AMCS AMCS (
Abbott, Michael
To ->
Cc ->
Bcc ->
Outlook Address Book
Contacts
LDAP - dir.navy.mil
Global Address List
All Address Lists
All Contacts
All Groups
All Users
Lemoore Users
NMCI-ISF
SD NOC
Exchange
Resources
Win2k
Public Folders
New... Properties Find... Send Options...
OK Cancel Help
tara.l.zimmerman@us.pwcglobal.com RE: picked up my packet last night Fri 4/19/2002 9:54 AM
tara.l.zimmerman@us.pwcglobal.com picked up my packet last night Fri 4/19/2002 9:21 AM
EDS US Govt Communication EDS U.S. Government Solutions Newsletter - April 18 Thu 4/18/2002 6:46 PM
Lee, Monica RE: cheat sheets Thu 4/18/2002 6:01 PM
Lee, Monica RE: EPSQ Questions Thu 4/18/2002 4:38 PM
221 Items, 19 Unread
Inbox - Microsoft Outlook
Untitled - Message (Ri...


Inbox - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New Reply Reply to All Forward Send/Receive Find Organize
Inbox
Folder List
Outlook Today - [
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (19)
Journal
Notes
Outbox
Sent Items
Tasks
Personal Folders
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (235)
Journal
Notes
Outbox
PocketMirror
Sent Items
Tasks
Public Folders
Untitled - Message (Rich Text)
File Edit View Insert Format Tools Actions Help
Send Options...
Arial
10
To...
Cc...
Subject:
Select Names
Show Names from the:
Global Address List
Type Name or Select from List:
Outlook Address Book
Contacts
LDAP - dir.navy.mil
Global Address List
All Address Lists
All Contacts
All Groups
All Users
Lemoore Users
NMCI-ISF
SD NOC
Exchange
Resources
Win2k
Public Folders
Aaby, Jeremy NAVAIR
Aanestad, Kevin J LT (VFA-41
aaron test
Aasland, Sandy CINCLANTFL
Abalos, Melencio (ASD)
Abalos, Meliton A AD1 (VFA-1
Abbott, Bart
Abbott, Daniel AMCS AMCS (
Abbott, Michael
To ->
Cc ->
Bcc ->
New...
Properties
Find...
Send Options...
OK
Cancel
Help
1:32 PM
00 PM
2:46 PM
2:44 PM
2:33 PM
12:32 PM
2:24 PM
2:10 PM
2:10 PM
2:08 PM
2:01 PM
12:01 PM
is more specifically on
:34 AM
:07 AM
:53 AM
:09 AM
38 AM
27 AM
18 AM
05 PM
32 AM
23 AM
3 AM
tara.l.zimmerman@us.pwcglobal.com RE: picked up my packet last night Fri 4/19/2002 9:54 AM
tara.l.zimmerman@us.pwcglobal.com picked up my packet last night Fri 4/19/2002 9:21 AM
EDS US Govt Communication EDS U.S. Government Solutions Newsletter - April 18 Thu 4/18/2002 6:46 PM
Lee, Monica RE: cheat sheets Thu 4/18/2002 6:01 PM
Lee, Monica RE: EPSQ Questions Thu 4/18/2002 4:38 PM
221 Items, 19 Unread
Inbox - Microsoft Outlook
Untitled - Message (Ri...
To find someone who does not have a NMCI account, use the dropdown menu to select the L-Dap-directory (pronounced L-dap). This directory is the Navy White Pages.


Inbox - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New Reply Reply to All Forward Send/Receive Find Organize
Inbox
Folder List
Outlook Today - [
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (19)
Journal
Notes
Outbox
Sent Items
Tasks
Personal Folders
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (235)
Journal
Notes
Outbox
PocketMirror
Sent Items
Tasks
Public Folders
Untitled - Message (Rich Text)
File Edit View Insert Format Tools Actions Help
Send Options... Arial 10
To...
Cc...
Subject:
Select Names
Show Names from the:
LDAP – dir.navy.mil
Type Name or Select from List:
Message Recipients
To ->
Cc ->
Bcc ->
New...
Find...
Send Options...
OK
Cancel
Help
1:32 PM
00 PM
2:46 PM
2:44 PM
2:33 PM
12:32 PM
2:24 PM
2:10 PM
2:10 PM
2:08 PM
2:01 PM
12:01 PM
is more specifically on
1:34 AM
1:07 AM
0:53 AM
0:09 AM
38 AM
27 AM
18 AM
05 PM
32 AM
23 AM
8 AM
tara.l.zimmerma
4/19/2002 9:54 AM
tara.l.zimmerman@us.pwcglobal.com
picked up my packet last night
Fri 4/19/2002 9:21 AM
EDS US Govt Communication
EDS U.S. Government Solutions Newsletter - April 18
Thu 4/18/2002 6:46 PM
Lee, Monica
RE: cheat sheets
Thu 4/18/2002 6:01 PM
Lee, Monica
RE: EPSQ Questions
Thu 4/18/2002 4:38 PM
221 Items, 19 Unread
Inbox - Microsoft Outlook
Untitled - Message (Ri...
To find someone in the LDAP, click the “Find” button.


Inbox - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New Reply Reply to All Forward Send/Receive Find Organize
Inbox
Folder List
Outlook Today - [
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (19)
Journal
Notes
Outbox
Sent Items
Tasks
Personal Folders
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (235)
Journal
Notes
Outbox
PocketMirror
Sent Items
Tasks
Public Folders
Untitled - Message (Rich Text)
File Edit View Insert Format Tools Actions Help
Send Options... Arial 10
To...
Cc...
Subject:
Find
General
Find names containing:
goodwin
Type in the recipient's full last or full first name, and click "ok." You can also search by partial name.
OK
Cancel
Apply
Help
1:32 PM
00 PM
:46 PM
:44 PM
:33 PM
12:32 PM
:24 PM
:10 PM
:10 PM
:08 PM
:01 PM
12:01 PM
is more specifically on
:34 AM
:07 AM
:53 AM
:09 AM
38 AM
27 AM
18 AM
05 PM
32 AM
23 AM
3 AM
tara.l
Fri 4/19/2002 9:54 AM
Fri 4/19/2002 9:21 AM
EDS L
Thu 4/18/2002 6:46 PM
Lee, Monica
RE: cheat sheets
Thu 4/18/2002 6:01 PM
Lee, Monica
RE: EPSQ Questions
Thu 4/18/2002 4:38 PM
221 Items, 19 Unread
Inbox - Microsoft Outlook
Untitled - Message (Ri...


Inbox - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New Reply Reply to All Forward Send/Receive Find Organize
Inbox
Folder List
Outlook Today - [
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (19)
Journal
Notes
Outbox
Sent Items
Tasks
Personal Folders
Calendar
Contacts
Deleted Ite
Drafts (1)
Inbox (235)
Journal
Notes
Outbox
PocketMirror
Sent Items
Tasks
Public Folders
Untitled - Message (Rich Text)
File Edit View Insert Format Tools Actions Help
Send Options... Arial 10
To...
Cc...
Subject:
Select Names
Select Names
Show Names from the:
LDAP - dir.navy.mil
Type Name or Select from List:
Message Recipients
To ->
Cc ->
Bcc ->
New...
Properties
Send Options...
OK
Cancel
Help
1:32 PM
00 PM
2:46 PM
2:44 PM
2:33 PM
12:32 PM
2:24 PM
2:10 PM
2:10 PM
2:08 PM
2:01 PM
12:01 PM
is more specifically on
1:34 AM
1:07 AM
0:53 AM
0:09 AM
38 AM
27 AM
18 AM
05 PM
32 AM
23 AM
8 AM
tara.l.zimmerman@us.pwcglobal.com
picked up my packet last night
Fri 4/19/2002 9:54 AM
EDS US Govt Communication
Fri 4/19/2002 9:21 AM
Lee, Monica
Thu 4/18/2002 6:46 PM
Lee, Monica
Thu 4/18/2002 6:01 PM
Thu 4/18/2002 4:38 PM
Searching...
221 Items, 19 Unread
Inbox - Microsoft Outlook
Untitled - Message (Ri...


Inbox - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New Reply Reply to All Forward Send/Receive Find Organize
Inbox
Folder List
Outlook Today - [M
Calendar
Contacts
Deleted Item
Drafts (1)
Inbox (20)
Journal
Notes
Outbox
Sent Items
Tasks
Personal Folders
Calendar
Contacts
Deleted Item
Drafts (1)
Inbox (235)
Journal
Notes
Outbox
PocketMirror
Sent Items
Tasks
Public Folders
Untitled - Message (Rich Text)
File Edit View Insert Format Tools Actions Help
Send Options...
Arial
10
To...
Cc...
Subject:
Select Names
Show Names from the:
Search Results
Type Name or Select from List:
Message Recipients
Decembre Goodwin E-3
Goodwin Alberta
Goodwin An
Goodwin Ann V. CONT
Goodwin Anthony CONT (M73
Goodwin Blake R. E-1
Goodwin Brian
Goodwin Brice A. LCDR
Goodwin Carl J. (C900)
To ->
Decembre,Goodwin
Cc ->
Bcc ->
New...
Properties
Find...
Send Options...
OK
Cancel
Help
1:32 PM
0 PM
46 PM
44 PM
33 PM
12:32 PM
24 PM
10 PM
10 PM
08 PM
01 PM
12:01 PM
more specifically on
34 AM
07 AM
53 AM
09 AM
8 AM
7 AM
8 AM
5 PM
2 AM
3 AM
tara.l.zimmerman@us.pwcglobal.com RE: picked up my packet last night Fri 4/19/2002 9:54 AM
tara.l.zimmerman@us.pwcglobal.com picked up my packet last night Fri 4/19/2002 9:21 AM
EDS US Govt Communication EDS U.S. Government Solutions Newsletter - April 18 Thu 4/18/2002 6:46 PM
Lee, Monica RE: cheat sheets Thu 4/18/2002 6:01 PM
Lee, Monica RE: EPSQ Questions Thu 4/18/2002 4:38 PM
221 Items, 20 Unread
Inbox - Microsoft Outl...

Inbox - Microsoft Outlook

File Edit View Favorites Tools Actions Help

New | Reply | Reply to All | Forward | Send/Receive | Find | Organize

Inbox

Folder List

- Outlook Today - [Mailbox -
  - Calendar
  - Contacts
  - **Deleted Items** (4)
  - **Drafts** (1)
  - **Inbox** (20)
  - Journal
  - Notes
  - Outbox
  - Sent Items
  - Tasks
- Personal Folders
  - Calendar
  - Contacts
  - **Deleted Items** (1)
  - **Drafts** (1)
  - **Inbox** (235)
  - Journal
  - Notes
  - Outbox
  - PocketMirror
  - Sent Items
  - Tasks
- Public Folders

From | Subject | Received

Navy/Marine Corps White Pages Directory

N / M C -

Home

Find

People:
- Basic
- Advanced (JavaScript)

Commands:
- Basic

Help Files

FAQs

POCs

Related Links

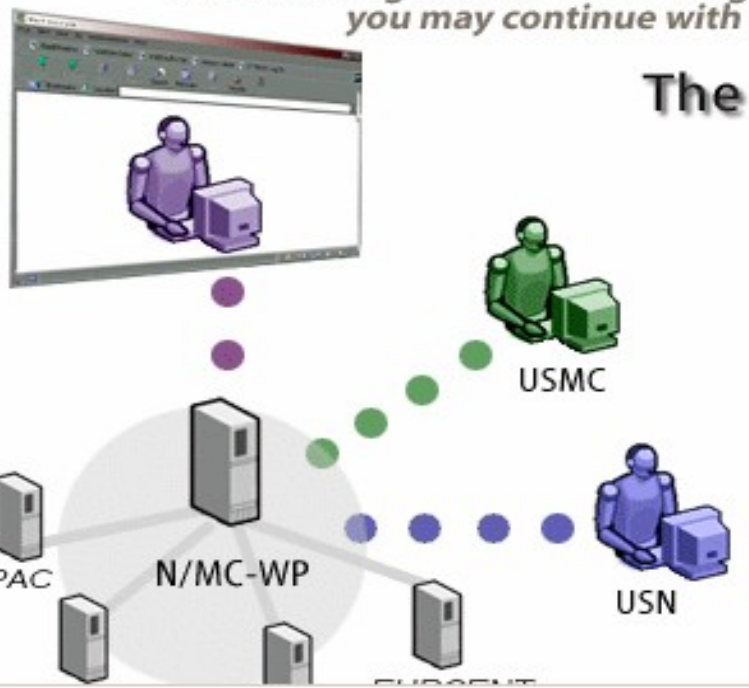
What's New

YOU HAVE ENTERED AN OFFICIAL DEPARTMENT OF THE NAVY WEB INFORM

After reading and understanding the DISCLAIMER stater you may continue with the use of this site.

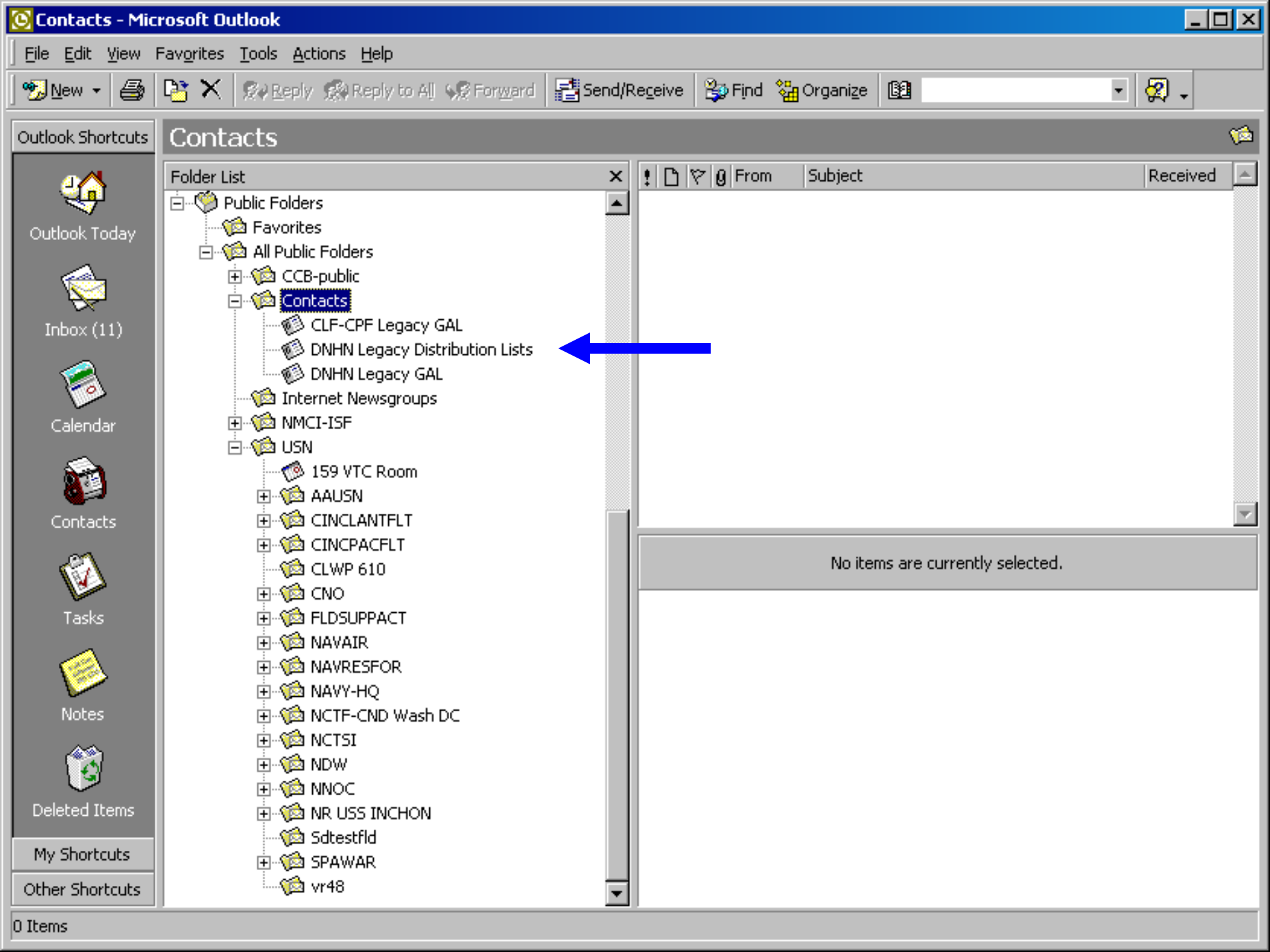
The Authoritative s
Navy and Mar
communic
contact inf

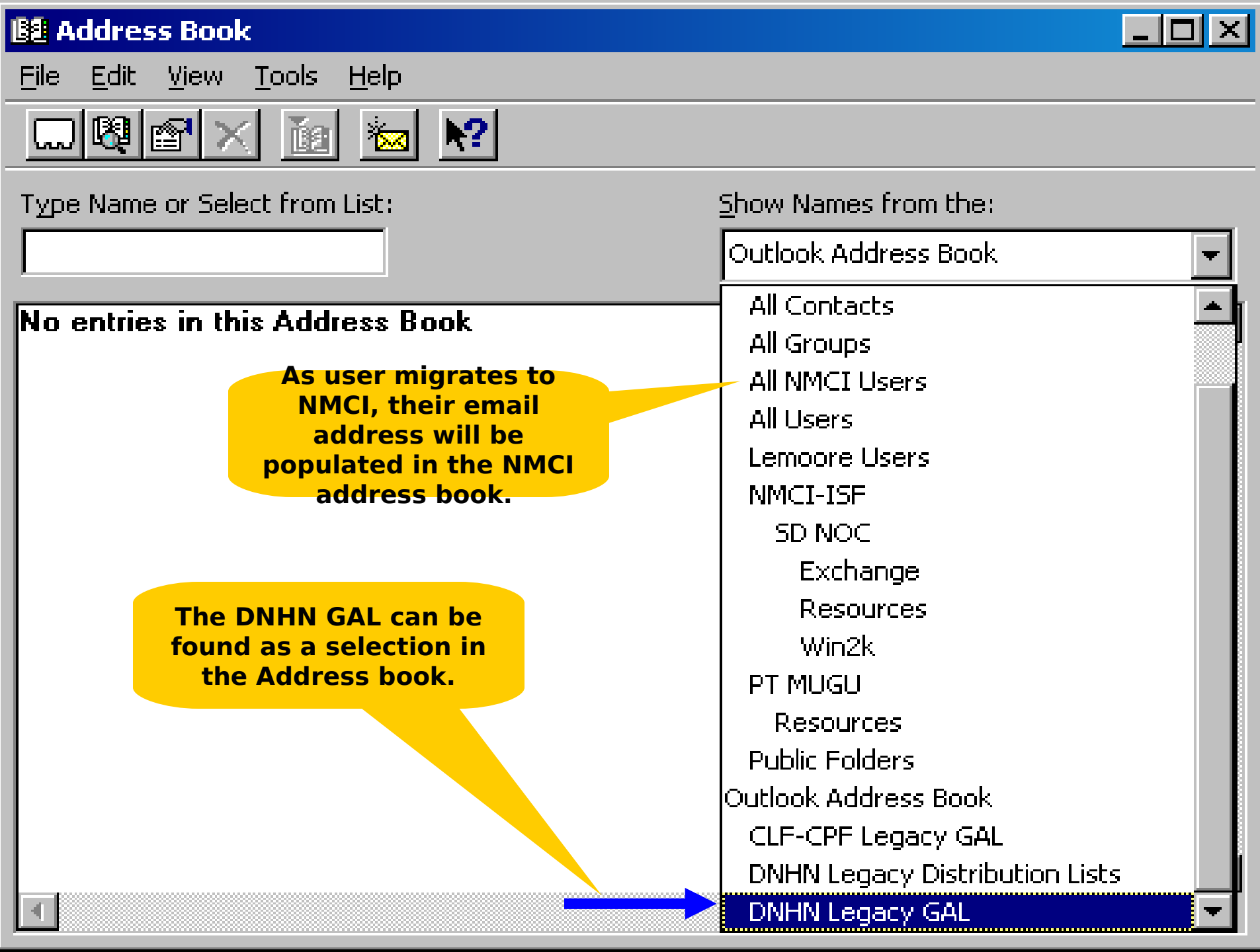
...your onlin
locate those y



221 Items, 20 Unread

Inbox - Microsoft Outl...


Contacts - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New
Reply
Reply to All
Forward
Send/Receive
Find
Organize
Outlook Shortcuts
Outlook Today
Inbox (11)
Calendar
Contacts
Tasks
Notes
Deleted Items
My Shortcuts
Other Shortcuts
Contacts
Folder List
Public Folders
Favorites
All Public Folders
CCB-public
Contacts
CLF-CPF Legacy GAL
DNHN Legacy Distribution Lists
DNHN Legacy GAL
Internet Newsgroups
NMCI-ISF
USN
159 VTC Room
AAUSN
CINCLANTFLT
CINCPACFLT
CLWP 610
CNO
FLDSUPPACT
NAVAIR
NAVRESFOR
NAVY-HQ
NCTF-CND Wash DC
NCTSI
NDW
NNOC
NR USS INCHON
Sdtestfld
SPAWAR
vr48
From
Subject
Received
No items are currently selected.
0 Items


Address Book
File Edit View Tools Help
Type Name or Select from List:
Show Names from the:
Outlook Address Book
No entries in this Address Book
As user migrates to NMCI, their email address will be populated in the NMCI address book.
The DNHN GAL can be found as a selection in the Address book.
All Contacts
All Groups
All NMCI Users
All Users
Lemoore Users
NMCI-ISF
SD NOC
Exchange
Resources
Win2k
PT MUGU
Resources
Public Folders
Outlook Address Book
CLF-CPF Legacy GAL
DNHN Legacy Distribution Lists
DNHN Legacy GAL

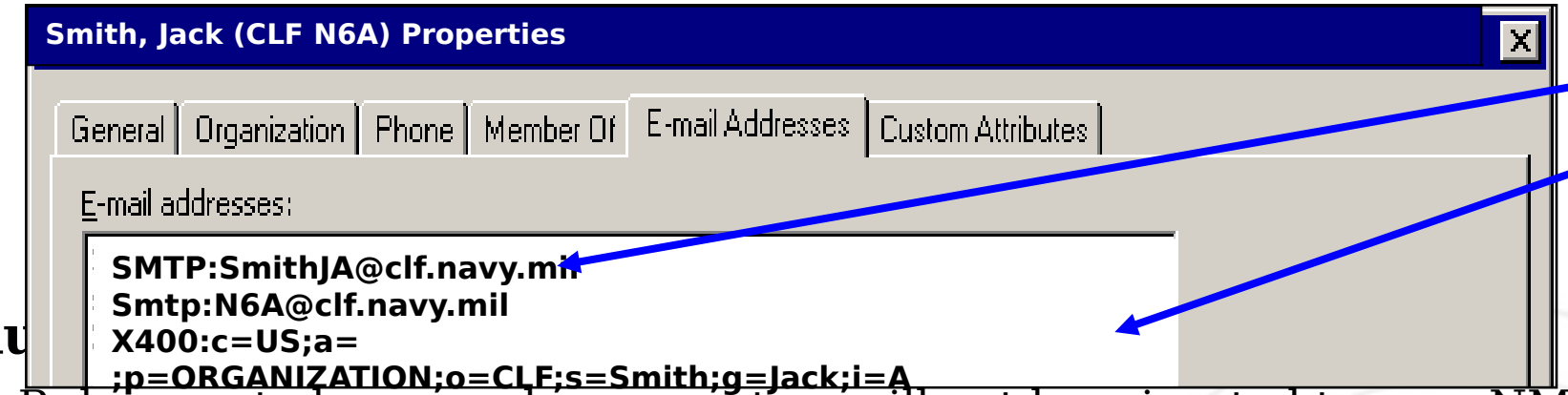
E-mail and Outlook Changes

	Legacy:	**NMCI:**
Primary account:	Smith.Jack@hq.navy.mil Jack.Smith@navy.mil	
Display name:	Smith, Jack (HQ N8)	Smith, Jack (OPNAV)
Old public folder path:	public folder > Folder	
New public folder path:	public folder > USN > OPNAV > Crystal City > Folder	

E-mail and Outlook Changes

Distribution Lists and Personal Address Books (PABs)

- Distribution Lists and Personal Address Books (PABs) must contain the SMTP address format in order to work properly after migration.



Ru

- Rules created on your legacy system will not be migrated to your NMCI seat.

Meeting Requests

- A meeting request originally created on your legacy system and then updated after being transitioned to NMCI will not update all other attendee calendars.